

Microsoft® Office 2013

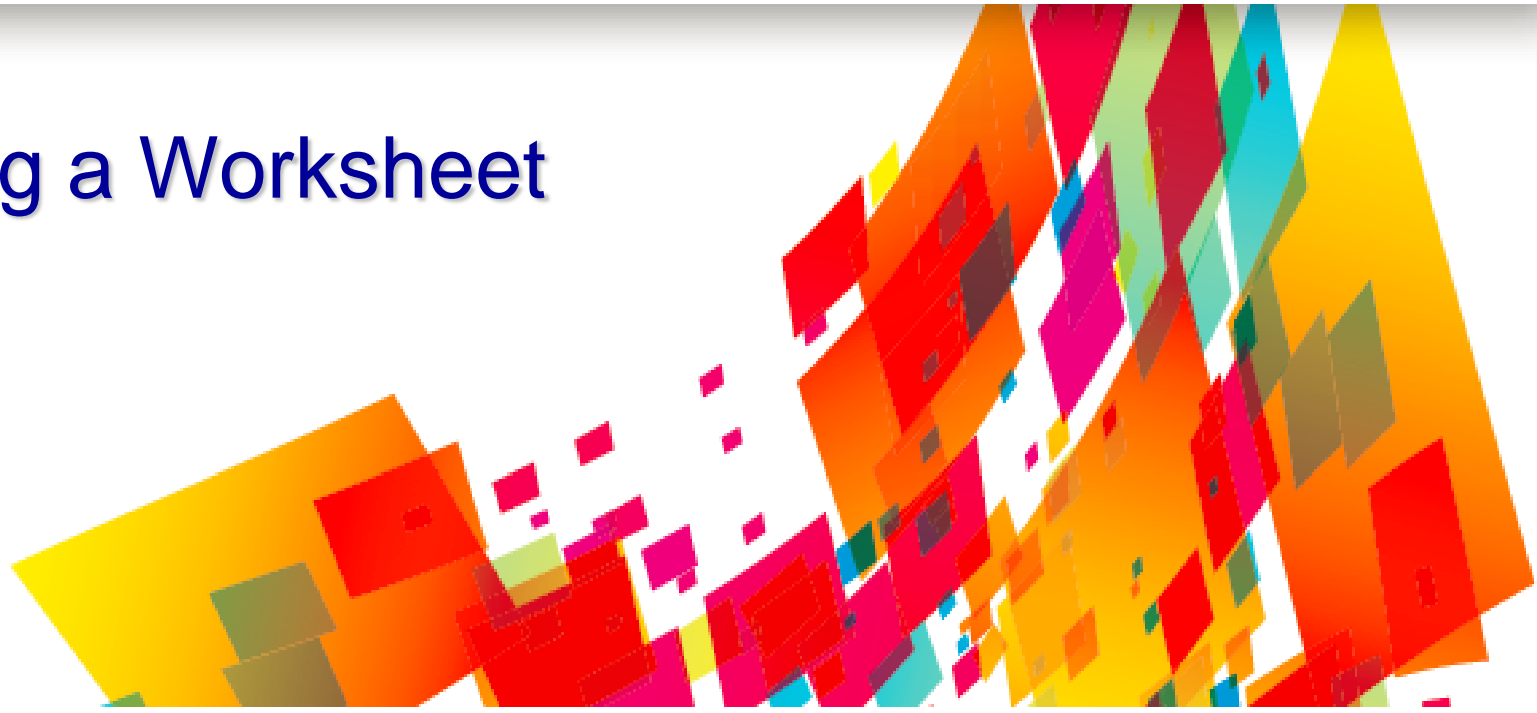
First Course

Second Course

Third Course

Excel 2013
UNIT C

Formatting a Worksheet





Objectives

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns



Objectives

- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling

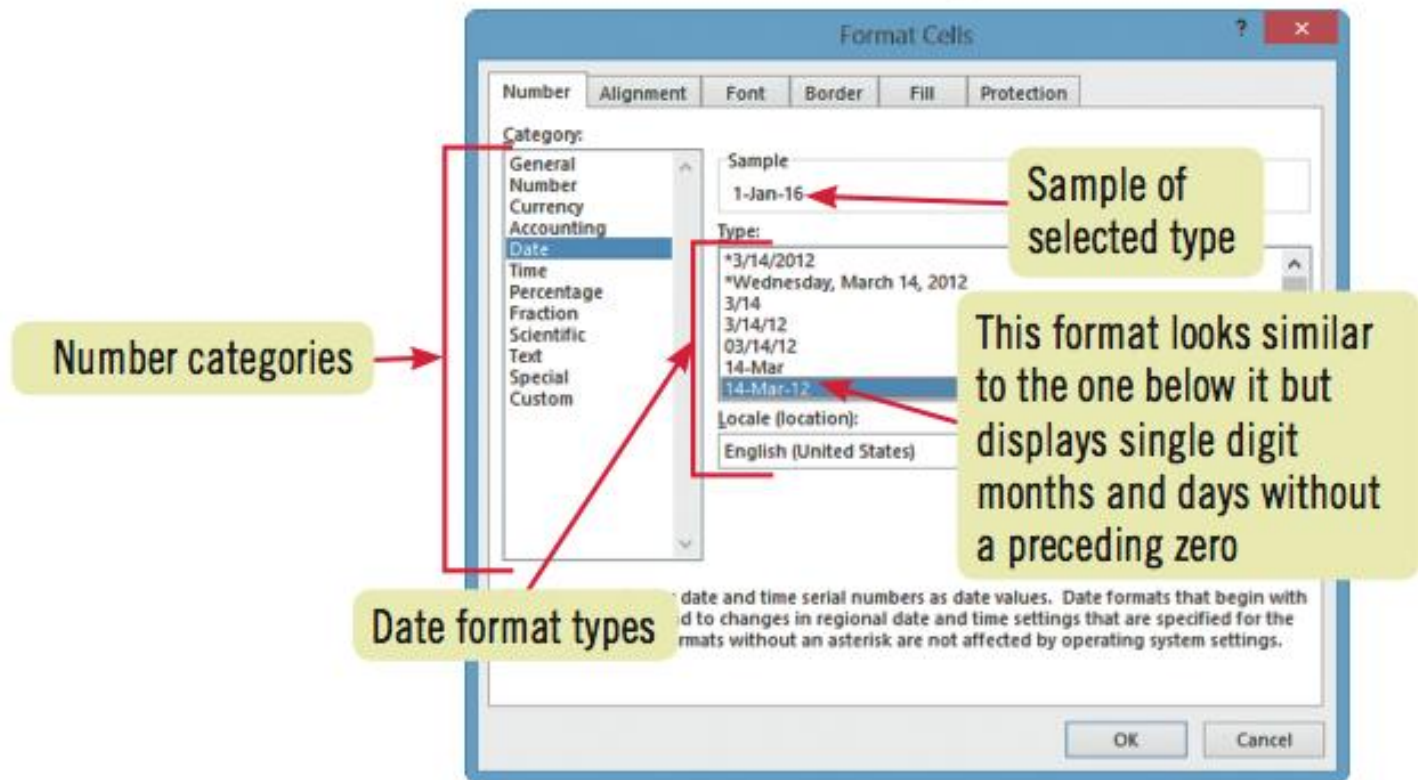


Format Values

- The **format** of a cell determines how the labels and values look
 - Bold, italic, dollar signs, commas, etc.
- Formatting does not change the data only its appearance
- Select a cell or a range, then apply formatting

Formatting Values

Format Cells dialog box





Change Font and Font Sizes

- A **font** is the name for a collection of characters with a similar, specific design
- Font size is the physical size of text
 - Measured in points
 - 1 point = $\frac{1}{72}$ of an inch
- The default font in Excel is 11-point Calibri

Change Font and Font Sizes

Font list

The screenshot shows the Microsoft Excel 2013 interface. The 'Font' tab is selected in the ribbon. The 'Font list arrow' points to the font list dropdown menu, which is open, showing a list of fonts. The 'Active cell displays selected font' points to the font name 'Times New Roman' in the active cell. The 'Font size list arrow' points to the font size dropdown menu, which is set to 11.

Font size list arrow

Font list arrow

Active cell displays selected font

Click a font to apply it to the selected cell

	F	G	H	I	J	K	L	M	N	O
1	Quest Specialty					Sales Tax	0.0875			
2	Type	Inv. D								
3	Newspap	1-Ja								
4	TV Spon	7-Ja								
5	Podcasts	20-Ja								
6	TV comm	1-Ja								
7	Web pag	13-Ja								
8	Magazine	7-Ja								
9	Pens	5-Ja								
10	TV Spon	15-Ja								
11	Billboard	12-Ja								
12	Newspap	25-Ja								
13	Newspap	1-Fe								
14	T-Shirts	3-Fe								
15	TV comm	1-Fe								
16	Newspap	1-Ma								
17	Web pag	28-Feb-16	29-Mar	\$	0.17	275	47.30	4.14	51.44	

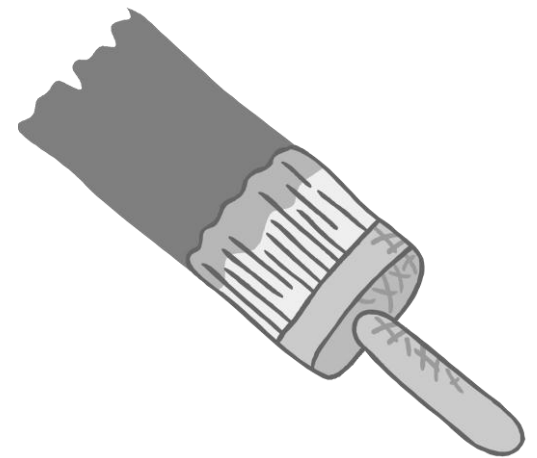


Change Font Styles and Alignment

- Attributes are styling formats such as bold, italics, and underlining
- **Alignment** determines the position of data in a cell
 - Left, right, or center

Change Font Styles and Alignment

- The Format Painter allows you to copy all formatting attributes of selected cells and apply them to other cells
 - Use to copy multiple format settings or individual ones



Change Font Styles and Alignment

Worksheet with font styles and alignment applied

Formatting Buttons selected

Center button

Merge & Center button









Title centered across columns

Column headings centered, bold and underlined

Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total	% of Total
Newspap	1-Jan-16	31-Jan-16		5	397.10	34.75	431.85	0.7%
TV Spon	7-Jan-16	6-Feb-16		15	3,750.00	328.13	4,078.13	6.9%
Podcasts	20-Jan-16	19-Feb-16		30	2,325.00	203.44	2,528.44	4.3%
TV comm	1-Jan-16	31-Jan-16	\$ 1,054.42	5	4,217.68	369.05	4,586.73	7.7%
Web pag	13-Jan-16	12-Feb-16	\$ 0.17	230	39.56	3.46	43.02	0.1%
Magazine	7-Jan-16	6-Feb-16	\$ 100.92	12	1,211.04	105.97	1,317.01	2.2%
Pens	5-Jan-16	4-Feb-16	\$ 0.12	250	30.75	2.69	33.44	0.1%
TV Spon	15-Jan-16	14-Feb-16	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
Billboard	12-Jan-16	11-Feb-16	\$ 101.87	20	2,037.40	178.27	2,215.67	3.7%
Newspap	25-Jan-16	24-Feb-16	\$ 79.42	6	476.52	41.70	518.22	0.9%
Newspap	1-Feb-16	2-Mar-16	\$ 79.42	2	158.84	13.90	172.74	0.3%

Change Font Styles and Alignment

Common font style and alignment buttons

button	description
	Bolds text
	Italicizes text
	Underlines text
	Centers text across columns, and combines two or more selected, adjacent cells into one cell
	Aligns text at the left edge of the cell
	Centers text horizontally within the cell
	Aligns text at the right edge of the cell
	Wraps long text into multiple lines



Adjust the Column Width

- Adjust column widths to accommodate data
 - Default column width is 8.43 characters wide (a little less than one inch)
 - One or more columns can be adjusted using the Ribbon, the shortcut menu, or the mouse

Adjust Column Width

Common column formatting commands

command	description	available using
Column Width	Sets the width to a specific number of characters	Format button; shortcut menu
AutoFit Column Width	Fits to the widest entry in a column	Format button; mouse
Hide & Unhide	Hides or displays hidden column(s)	Format button; shortcut menu
Default Width	Resets column to worksheet's default column width	Format button

Adjust Column Width

Preparing to change the column width

The screenshot shows the Microsoft Excel interface with the 'EX C-QST Advertising Expenses - Excel' workbook open. The 'HOME' tab is selected in the ribbon. A red arrow points to the 'Format' button in the 'Cells' group of the ribbon. Another red arrow points to the vertical line between columns A and B, with a yellow callout box labeled 'Resize pointer'.

Quest Specialty Travel Advertising Expenses

Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total	% of Total
Newspap	1-Jan-16	31-Jan	\$ 79.42	5	397.10	34.75	431.85	0.7%
TV Spor	7-Jan-16	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13	6.9%
Podcasts	20-Jan-16	19-Feb	\$ 77.50	30	2,325.00	203.44	2,528.44	4.3%
TV comm	1-Jan-16	31-Jan	\$1,054.42	4	4,217.68	369.05	4,586.73	7.7%
Web pag	13-Jan-16	12-Feb	\$ 0.17	230	39.56	3.46	43.02	0.1%
Magazine	7-Jan-16	6-Feb	\$ 100.92	12	1,211.04	105.97	1,317.01	2.2%
Pens	5-Jan-16	4-Feb	\$ 0.12	250	30.75	2.69	33.44	0.1%



Insert and Delete Rows and Columns

- When you insert a new row, the contents of the worksheet shift down from the newly inserted row
- When you insert a new column, the contents of the worksheet shift to the right of the new column

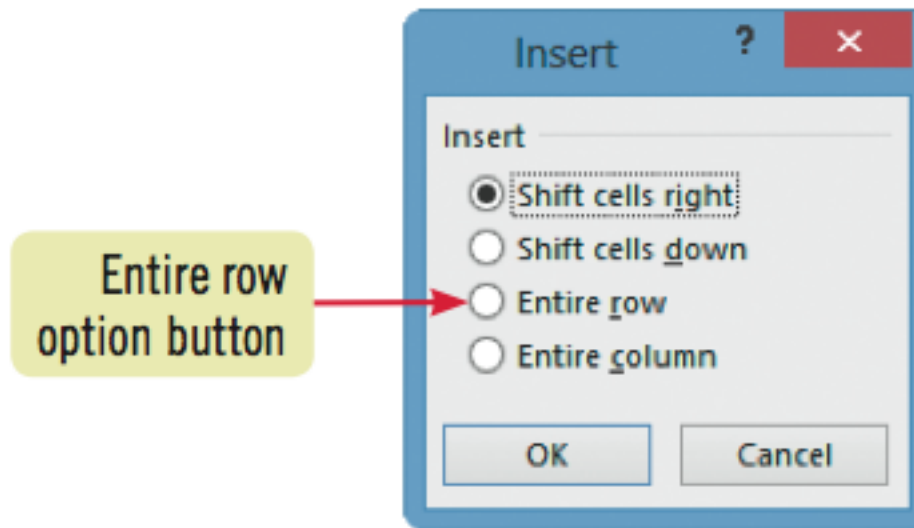


Insert and Delete Rows and Columns

- Excel inserts rows above the cell pointer and columns to the left
- Insert multiple rows or columns by selecting the same number of row or column headings to be inserted

Insert and Delete Rows and Columns

Insert dialog box





Insert and Delete Rows and Columns

- When you delete a row, the contents of the worksheet shift up
- When you delete a column, the contents of the worksheet shift to the left
- Delete multiple rows or columns by selecting all of the row or column headings to be deleted



Apply Colors, Patterns, and Borders

- You can add enhancements such as colors, patterns, and borders by using:
 - Border and Fill Color buttons in the Font group on the Home tab of the Ribbon and on the Mini toolbar, or
 - Fill tab and Border tab in the Format Cells dialog box



Apply Colors, Patterns, and Borders

- **Cell styles** are pre-designed combinations of formatting attributes
 - Use the Cell Styles button in the Styles group on the Home tab

Apply Colors, Patterns, and Borders

LivePreview of fill color

The screenshot shows the Microsoft Excel 2013 interface. The 'HOME' tab is active, and the 'Fill Color' dropdown menu is open. A red arrow points to the 'Fill Color list arrow' in the ribbon. Another red arrow points to the 'Turquoise, Accent 2' color in the 'Standard Colors' palette. A third red arrow points to the 'Click to apply styles to selected cells' button. A fourth red arrow points to the 'Live Preview shows cell A1 with Turquoise, Accent 2 background' text box. The spreadsheet data is as follows:

Quest Special Advertising Expenses				Sales Tax: 0.0875			
Type	Inv. Date	Inv. Date	Quantity	Ext. Cost	Sales Tax	Total	
Newspaper	1-Jan-16		5	397.10	34.75	431.85	
TV Sponsor	7-Jan-16	6-Feb	15	3,750.00	328.13	4,078.13	
Podcasts	20-Jan-16	19-Feb	30	2,325.00	203.44	2,528.44	
TV commercials	1-Jan-16	31-Jan	4	4,217.68	369.05	4,586.73	
Web page ad	13-Jan-16	12-Feb	230	39.56	3.46	43.02	
Magazine	7-Jan-16	6-Feb	12	1,211.04	105.97	1,317.01	
Pens	5-Jan-16	4-Feb	250	30.75	2.69	33.44	

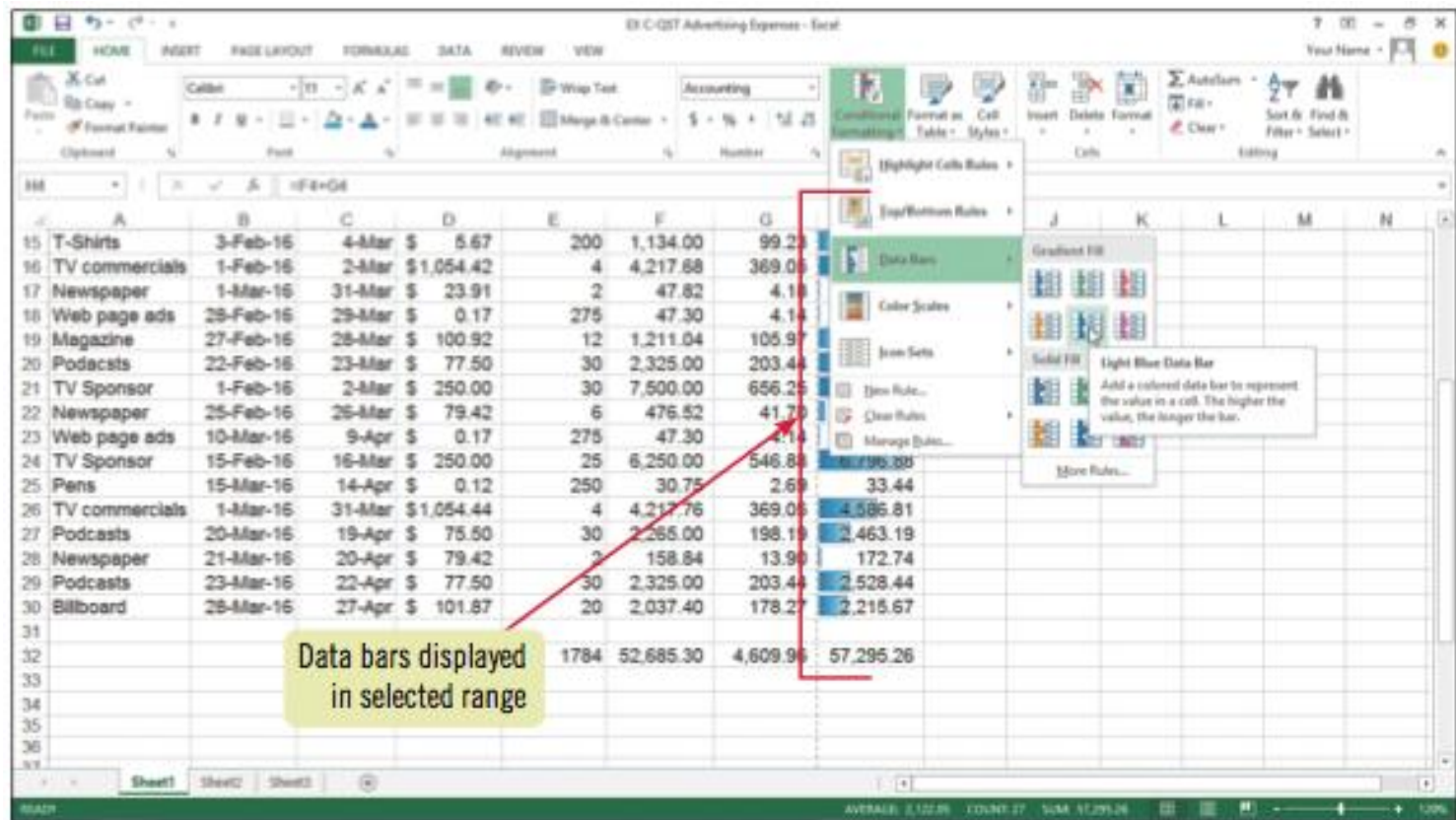


Apply Conditional Formatting

- Excel can format cells based on specific results
 - Automatic application of formatting attributes on cell values is called **conditional formatting**
 - Different formats are automatically applied if the data meets conditions you specify
 - Data bars are a type of conditional formatting that visually illustrate differences among values

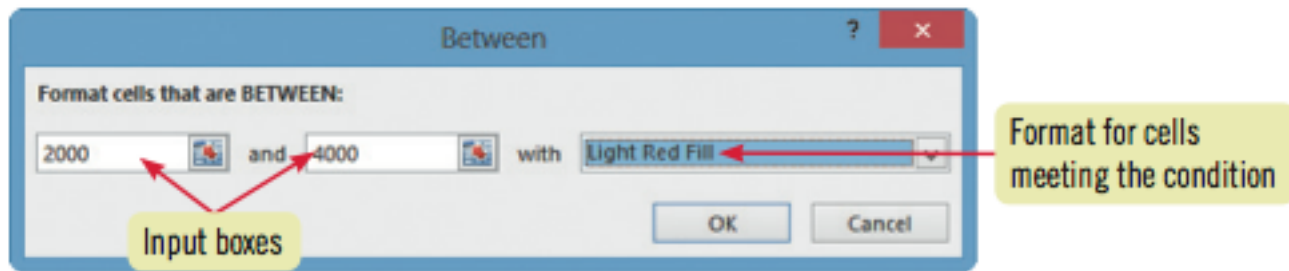
Apply Conditional Formatting

Previewing a data bars in a range



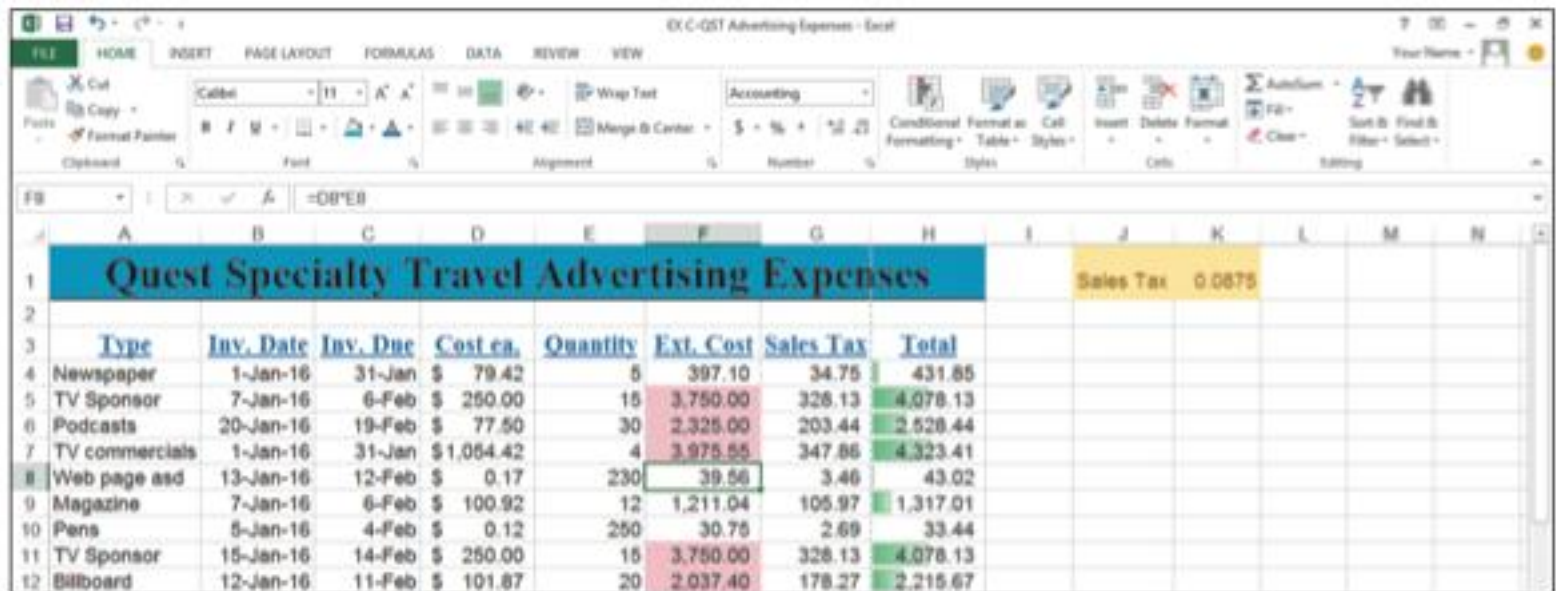
Apply Conditional Formatting

Between dialog box



Apply Conditional Formatting

Worksheet with conditional formatting



Excel 2013 interface showing a worksheet titled "Quest Specialty Travel Advertising Expenses". The worksheet displays a table of advertising expenses with columns: Type, Inv. Date, Inv. Due, Cost ea., Quantity, Ext. Cost, Sales Tax, and Total. The data is formatted with conditional formatting: "Ext. Cost" is highlighted in red for values greater than 300, and "Total" is highlighted in green for values greater than 400. The "Sales Tax" column is highlighted in yellow. The formula bar shows "=D8*E8".

Type	Inv. Date	Inv. Due	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total
Newspaper	1-Jan-16	31-Jan	\$ 79.42	5	397.10	34.75	431.85
TV Sponsor	7-Jan-16	6-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13
Podcasts	20-Jan-16	19-Feb	\$ 77.50	30	2,325.00	203.44	2,528.44
TV commercials	1-Jan-16	31-Jan	\$1,054.42	4	3,975.55	347.86	4,323.41
Web page ad	13-Jan-16	12-Feb	\$ 0.17	230	39.56	3.46	43.02
Magazine	7-Jan-16	6-Feb	\$ 100.92	12	1,211.04	105.97	1,317.01
Pens	5-Jan-16	4-Feb	\$ 0.12	250	30.75	2.69	33.44
TV Sponsor	15-Jan-16	14-Feb	\$ 250.00	15	3,750.00	328.13	4,078.13
Billboard	12-Jan-16	11-Feb	\$ 101.87	20	2,037.40	178.27	2,215.67



Rename and Move a Worksheet

- By default, an Excel workbook initially contains three worksheets, named Sheet1, Sheet2, and Sheet3
- To move to another sheet, click its sheet tab

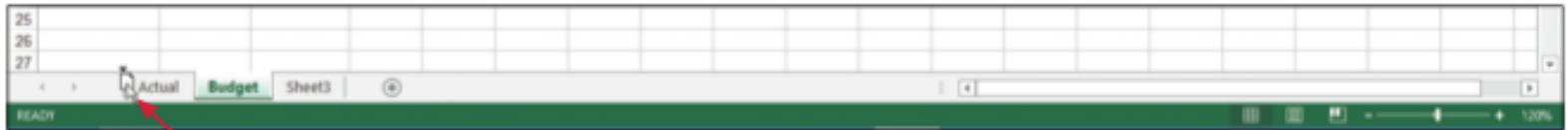


Rename and Move a Worksheet

- To make it easier to identify the sheets, you can rename each sheet and add color to the tabs
- You can change the order of sheets by dragging the sheet tabs

Rename and Move a Worksheet

Moving the Budget sheet



Sheet relocation pointer

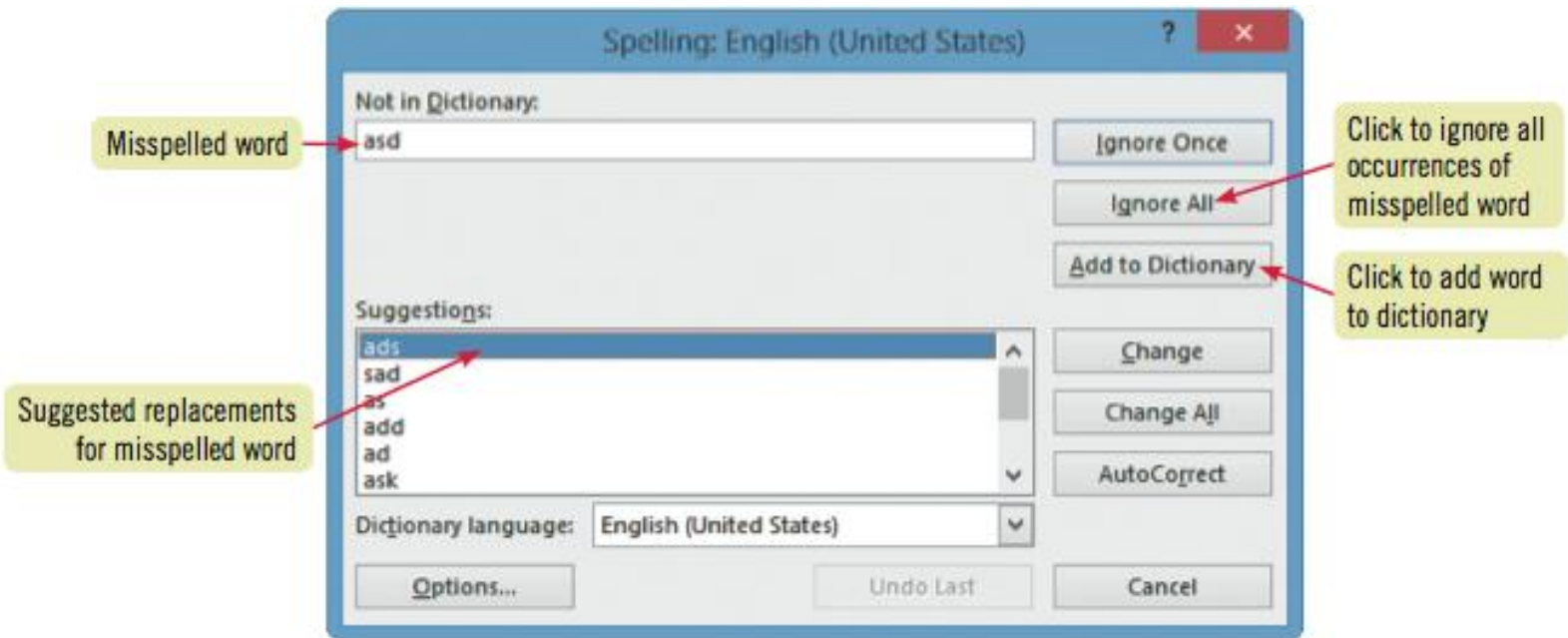


Check Spelling

- Spelling checker scans the worksheet and flags possible mistakes and suggests corrections
 - To check other worksheets in a workbook, display the worksheet and run the spelling checker again
 - Add words that are spelled correctly but are not recognized by the spelling checker

Check Spelling

Spelling English (U.S.) dialog box





Summary

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns



Summary

- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling